

Old #	Standard	ACADEMIC		
		<b>AA</b>		<b>SPEAKING AND LISTENING</b>
<b>EE004</b>	Develop effective communication skills that include active learning and nonverbal skills	AA	1	Utilize effective verbal and non-verbal communication skills
<b>EA001</b>	Development of Impression Management soft skills (conversation, phone etiquette, interviewing, verbal/nonverbal)			
<b>AA003</b>	Communicate understanding of problems through oral and written means			
<b>EE001</b>	Understand the importance of when to speak and when to be silent in the business environment			
<b>EE002</b>	Identify characteristics of effective professional presentations (i.e., attire, body language, tone of voice, content)	AA	2	Participate in conversation, discussion, and group presentations
		AA	3	Communicate and follow directions/procedures
<b>AB006</b>	Discuss the importance of listening skills in customer/client relations	AA	4	Communicate effectively with customers and co-workers
		<b>AB</b>		<b>READING AND WRITING</b>
<b>AB003</b>	Perform research and communicate in writing the results of the research	AB	1	Locate and interpret written information
<b>AB010</b>	Read to acquire and retain meaning from written material and apply the information to a task (e.g., extract relevant information from materials)	AB	2	Read and interpret workplace documents
<b>AB011</b>	Read and accurately complete various business forms			
		AB	3	Identify relevant details, facts, and specifications
<b>AB009</b>	Write with accuracy, brevity, and clarity using business technology	AB	4	Record information accurately and completely
<b>EC008</b>	Understand the importance of completing work with accuracy			
		AB	5	Demonstrate competence in organizing, writing, and editing using correct vocabulary, spelling, grammar, and punctuation
<b>AB005</b>	Write internal and external business correspondence to convey and obtain information effectively	AB	6	Demonstrate the ability to write clearly and concisely using industry specific terminology
		<b>AC</b>		<b>CRITICAL THINKING AND PROBLEM SOLVING</b>
<b>EF002</b>	Same Verbiage	AC	1	Utilize critical-thinking skills to determine best options/outcomes (e.g., analyze reliable/unreliable sources of information, use previous experiences, implement crisis management, develop contingency planning)
<b>EF001</b>	Analyze information in order to solve problems	AC	2	Utilize innovation and problem-solving skills to arrive at the best solution for current situation
<b>EF003</b>	Utilize innovation and problem-solving skills			
<b>EF004</b>	Same Verbiage	AC	3	Implement effective decision-making skills
<b>AB001</b>	Apply analytical and critical decision-making skills			
		<b>AD</b>		<b>MATHEMATICS</b>
<b>AA002</b>	Estimate and calculate problems using addition, subtraction, multiplication, and division and determine if the answer is logical	AD	1	Perform basic and higher level math operations (e.g., addition, subtraction, multiplication, division, decimals, fractions, units of conversion, averaging, percentage, proportion, ratios)
<b>AA004</b>	Solve problems that involve whole numbers, decimals, and fractions and use appropriate conversion when necessary (e.g., fractions to decimals or decimals to fractions)			
<b>AA005</b>	Solve problems that involve percents, ratios, averages, and proportions and use appropriate conversions when necessary (e.g., decimals to percents, percents to decimals)			
<b>AA006</b>	Construct and solve an algebraic equation for a given problem			
<b>AA007</b>	Solve for the unknown variable in an equation			
<b>AA008</b>	Apply the order of operations principles when using mathematical processes			
		AD	2	Solve problems using measurement skills (e.g., distance, weight, area, volume)
		AD	3	Make reasonable estimates

<b>AA010</b>	Read, construct, and interpret tables, charts, and graphs	AD	4	Use tables, graphs, diagrams, and charts to obtain or convey information
<b>AA001</b>	Determine the correct mathematical process to use for various business situation and use formulas when appropriate	AD	5	Use deductive reasoning and problem-solving in mathematics
		<b>AE</b>		<b>FINANCIAL LITERACY</b>
		AE	1	Locate, evaluate, and apply personal financial information
		AE	2	Identify the components of a budget and how one is created
		AE	3	Set personal financial goals and develop a plan for achieving them
		AE	4	Use financial services effectively
		AE	5	Demonstrate ability to meet financial obligations
		<b>AF</b>		<b>INTERNET USE AND SECURITY</b>
<b>OG001</b>	Explain the role of e-commerce including researching internet safety and e-commerce regulations	AF	1	Recognize the potential risks associated with Internet use
		AF	2	Identify and apply Internet security practices (e.g., password security, login, logout, log off, lock computer)
<b>AB007</b>	Demonstrate knowledge of legalities relating to using e-mail and other digital technologies in a business environment	AF	3	Practice safe, legal, and responsible use of technology in the workplace
		<b>AG</b>		<b>INFORMATION TECHNOLOGY</b>
<b>EE006</b>	Same Verbiage	AG	1	Use technology appropriately to enhance professional presentations
<b>OG006</b>	Integrate functions of word processing, databases, spreadsheets, and presentation applications to various workplace scenarios			
		AG	2	Demonstrate effective and appropriate use of social media
		AG	3	Identify ways social media can be used as marketing, advertising, and data gathering tools
		<b>AH</b>		<b>TELECOMMUNICATIONS</b>
		AH	1	Select and use appropriate devices, services, and applications to complete workplace tasks
<b>AB008</b>	Compose and evaluate appropriateness of formal and informal electronic correspondence	AH	2	Demonstrate appropriate etiquette when using e-communications (e.g., cell phone, e-mail, personal digital assistants, online meetings, conference calls)
<b>EH003</b>	Demonstrate appropriate etiquette when using office technologies (e-mail, phone, e-meetings, personal digital assistant, conference calls, and webcasts)			
<b>EE008</b>	Same Verbiage			
<b>EE009</b>	Understand the importance of appropriate content for text messaging, MYSpace, and creating e-mail addresses			
		<b>EMPLOYABILITY</b>		
		<b>EA</b>		<b>POSITIVE WORK ETHIC</b>
<b>EC006</b>	Understand the importance of a positive attitude and the impact of a negative attitude	EA	1	Demonstrate enthusiasm and confidence about work and learning new tasks
		EA	2	Demonstrate consistent and punctual attendance
		EA	3	Demonstrate initiative in assuming tasks
<b>EB004</b>	Identify individual work habits (e.g., individual/team responsibilities, willingness to learn, respect, confidentiality, self discipline, and punctuality) and explain their importance in the workplace	EA	4	Exhibit dependability in the workplace
		EA	5	Take and provide direction in the workplace
		EA	6	Accept responsibility for personal decisions and actions
		<b>EB</b>		<b>INTEGRITY</b>
		EB	1	Abide by workplace policies and procedures
<b>EB001</b>	Demonstrate honesty and integrity (e.g., case studies, role play, class discussion, and ethical situations)	EB	2	Demonstrate honesty and reliability

<b>EB005</b>	Understand the appropriate and inappropriate use of resources in the workplace (post-it notes, email, paper clips, etc.)	EB	3	Demonstrate ethical characteristics and behaviors
		EB	4	Maintain confidentiality and integrity of sensitive company information
		EB	5	Demonstrate loyalty to the company
		<b>EC</b>		<b>SELF-REPRESENTATION</b>
		EC	1	Demonstrate appropriate dress and hygiene in the workplace
<b>EC002</b>	Understand the importance of maintaining professionalism in work relationships	EC	2	Use language and manners suitable for the workplace
<b>EE003</b>	Explain the importance of communication skills in professional presentations			
<b>EH001</b>	Display appropriate workplace manners			
<b>EA003</b>	Understand techniques, strategies, and systems used to foster self-understanding and enhance relationships with others	EC	3	Demonstrate polite and respectful behavior toward others
<b>EC001</b>	Demonstrate appropriate interpersonal skills for working with and for others			
<b>EC003</b>	Demonstrate appropriate employer and employee interactions in workplace situations			
<b>EA005</b>	Understand the importance of accepting personal responsibility (e.g., self-motivation, initiative, punctuality, integrity, attendance, organization)	EC	4	Demonstrate personal accountability in the workplace
		EC	5	Demonstrate pride in work
		<b>ED</b>		<b>TIME, TASK, AND RESOURCE MANAGEMENT</b>
<b>EA004</b>	Develop and evaluate a personal time-management schedule for a specific period of time	ED	1	Plan and follow a work schedule
<b>EA007</b>	Define, prioritize, and complete tasks without direct supervision	ED	2	Work with minimal supervision
		ED	3	Work within budgetary constraints
<b>EB002</b>	Demonstrate techniques for demonstrating personal accountability and work productivity	ED	4	Demonstrate ability to stay on task to produce high quality deliverables on time
<b>EB003</b>	Describe appropriate time-management techniques and their application toward the workplace			
		<b>EE</b>		<b>DIVERSITY AWARENESS</b>
<b>ED002</b>	Explain the similarities and differences between diversity and equity	EE	1	Recognize diversity, discrimination, harassment, and equity
		EE	2	Work well with all customers and co-workers
<b>ED001</b>	Understand the benefits of diversity within the workplace	EE	3	Explain the benefits of diversity within the workplace
<b>ED003</b>	Same Verbiage	EE	4	Explain the importance of respect for feelings, values, and beliefs of others
<b>EH002</b>	Develop an awareness of culturally diverse workplace etiquette (gift giving, dining, greetings, and meeting customs)			
<b>ED004</b>	Same Verbiage	EE	5	Identify strategies to bridge cultural/generational differences and use differing perspectives to increase overall quality of work
<b>ED005</b>	Same Verbiage	EE	6	Illustrate techniques for eliminating gender bias and stereotyping in the workplace
<b>ED006</b>	Identify ways tasks in the workplace environment can be structured to accommodate the diverse needs of workers	EE	7	Identify ways tasks can be structured to accommodate the diverse needs of workers
		EE	8	Recognize the challenges and advantages of a global workforce
		<b>EF</b>		<b>TEAMWORK</b>
		EF	1	Recognize the characteristics of a team environment and conventional workplace
<b>EC007</b>	Utilize and maximize the strengths of team members to achieve goals	EF	2	Contribute to the success of the team
<b>EC009</b>	Assume individual responsibility in team work			
<b>EC004</b>	Demonstrate effective team skills (e.g., setting goals, listening, following directions, questioning, and dividing work) and evaluate their importance in the workplace	EF	3	Demonstrate effective team skills and evaluate their importance in the workplace (e.g., setting goals, listening, following directions, questioning, dividing work)

		<b>EG</b>		<b>CREATIVITY AND RESOURCEFULNESS</b>
		EG	1	Contribute new ideas
		EG	2	Stimulate ideas by posing questions
		EG	3	Value varying ideas and opinions
		EG	4	Locate and verify information
		<b>EH</b>		<b>CONFLICT RESOLUTION</b>
<b>EC005</b>	Same Verbiage	EH	1	Identify conflict resolution skills to enhance productivity and improve workplace relationships
		EH	2	Implement conflict resolution strategies and problem-solving skills
		EH	3	Explain the use of documentation and it's role as a component of conflict resolution
		<b>EI</b>		<b>CUSTOMER/CLIENT SERVICE</b>
		EI	1	Recognize the importance of and demonstrate how to properly acknowledge customers/clients
		EI	2	Identify and address needs of customers/clients
		EI	3	Provide helpful, courteous, and knowledgeable service
		EI	4	Identify appropriate channels of communication with customers/clients (e.g., phone call, face-to-face, e-mail, website)
		EI	5	Identify techniques to seek and use customer/client feedback to improve company services
		EI	6	Recognize the relationship between customer/client satisfaction and company success
		<b>EJ</b>		<b>ORGANIZATIONS, SYSTEMS, AND CLIMATES</b>
		EJ	1	Define profit and evaluate the cost of conducting business
		EJ	2	Identify "big picture" issues in conducting business
		EJ	3	Identify role in fulfilling the mission of the workplace
		EJ	4	Identify the rights of workers (e.g., adult and child labor laws and other equal employment opportunity laws)
		EJ	5	Recognize the chain of command, organizational flow chart system, and hierarchy of management within an organization
		<b>EK</b>		<b>JOB ACQUISITION AND ADVANCEMENT</b>
<b>OB003</b>	Describe the skills and competencies needed to be successful in the accounting profession	EK	1	Recognize the importance of maintaining a job and pursuing a career
<b>OB002</b>	Explore various accounting careers	EK	2	Define jobs associated with a specific career path or profession
<b>EG001</b>	Demonstrate initiative to advance toward professional level	EK	3	Identify and seek various job opportunities (e.g., volunteerism, internships, co-op, part-time/full-time employment)
		EK	4	Prepare a resume, letter of application, and job application
		EK	5	Prepare for a job interview (e.g., research company, highlight personal strengths, prepare questions, set-up a mock interview, dress appropriately)
		EK	6	Participate in a job interview
		EK	7	Explain the proper procedure for leaving a job
		<b>EL</b>		<b>LIFELONG LEARNING</b>
<b>AB004</b>	Expand vocabulary to include accounting terminology	EL	1	Acquire current and emerging industry-related information
<b>EA006</b>	Describe the advantages and disadvantages of networking to achieve personal goals	EL	2	Demonstrate commitment to learning as a life-long process and recognize learning opportunities
<b>EG002</b>	Same Verbiage			
<b>EG008</b>	Identify resources for accessing life-long learning (e.g., printed, interpersonal, electronic, and ededucational)			
		EL	3	Seek and capitalize on self-improvement opportunities
<b>EG004</b>	Same Verbiage	EL	4	Discuss the importance of flexible career planning and career self-management
<b>EG006</b>	Same Verbiage	EL	5	Employ leadership skills to achieve workplace objectives (e.g., personal vision, adaptability, change, shared vision)

<b>EG007</b>	Same Verbiage	EL	6	Recognize the importance of job performance evaluation and coaching as it relates to career advancement
<b>EE005</b>	Develop skills to give and receive constructive criticism	EL	7	Accept and provide constructive criticism
<b>EG005</b>	Same Verbiage	EL	8	Describe the impact of the global economy on jobs and careers
		<b>EM</b>		<b>JOB SPECIFIC TECHNOLOGIES</b>
		EM	1	Identify the value of new technologies and their impact on driving continuous change and the need for life-long learning
		EM	2	Research and identify emerging technologies for specific careers
		EM	3	Select appropriate technological resources to accomplish work
		<b>EN</b>		<b>HEALTH AND SAFETY</b>
		EN	1	Assume responsibility for safety of self and others
		EN	2	Follow safety guidelines in the workplace
<b>EA002</b>	Identify stressors in personal life and determine appropriate reactions to stressors as it relates to job performance (e.g., family dynamic changes, relationships, addiction, and illness)	EN	3	Manage personal health and wellness
<b>EB003</b>	Discuss how health, motivation, and physical fitness affect performance			
		<b>OCCUPATIONAL</b>		
<b>AA009</b>  <b>AA011</b> <b>AA012</b> <b>AA013</b> <b>AA014</b> <b>OC001</b> <b>OC002</b> <b>OC003</b> <b>OC004</b> <b>OC005</b> <b>OC006</b> <b>OC007</b>	Same Verbiage  Same Verbiage Same Verbiage Same Verbiage Same Verbiage Same Verbiage Same Verbiage Same Verbiage Same Verbiage Same Verbiage Same Verbiage Same Verbiage Same Verbiage	<b>OA</b>		<b>FINANCIAL DECISION MAKING</b>
		OA	1	Calculate units of time and show relationships (e.g., days to months, elapsed time, interest conversion periods)
		OA	2	Compute personal federal and state income taxes
		OA	3	Calculate net sales, cost of goods sold, gross profit, operating expenses, and net profit before taxes for the income statement
		OA	4	Calculate the gross, operating, and net profit or loss
		OA	5	Calculate the break-even point
		OA	6	Explain the government's role in the economy
		OA	7	Describe and compare the role of economic institutions
		OA	8	Analyze credit transactions and laws governing these functions
		OA	9	Calculate the time value of money (i.e., present and future)
		OA	10	Identify the characteristics of money
		OA	11	Prepare a personal and a business bank reconciliation
		OA	12	Reconcile the bank statement with the check register
		<b>OB</b>		<b>ACCOUNTING PRINCIPLES</b>
<b>OA001</b>	Same Verbiage	OB	1	Identify and describe the purpose of generally accepted accounting principles (GAAP)
<b>OA003</b>	Same Verbiage	OB	2	Describe and explain accounting concepts/models (e.g., debit, credit, double-entry accounting)
<b>OA004</b>	Same Verbiage	OB	3	Utilize the accounting equation in several mathematical forms
<b>OA005</b>	Same Verbiage	OB	4	Distinguish between and explain the different accounting methods (e.g., inventory methods, depreciation, cash or accrual)
<b>OA006</b>	Same Verbiage	OB	5	Analyze and record business transactions
<b>OA002</b>	Define accounting and business terminology	OB	6	Explain and apply the accounting process including the accounting cycle, journalizing, accounting records, posting, and adjustments
<b>OA007</b>	Same Verbiage			
		<b>OC</b>		<b>ACCOUNTING PROFESSION</b>
<b>OB001</b>	Same Verbiage	OC	1	Describe how current events impact the accounting profession
<b>OB004</b>	Same Verbiage	OC	2	Identify the major policy setting bodies in the accounting profession and explain their role
<b>OB005</b>	Same Verbiage	OC	3	Explain the need for the code of ethics in accounting and the ethical responsibilities required of accountants
<b>OB006</b>	Same Verbiage	OC	4	Explain the role accountants play in business and society

<b>OB007</b>	Same Verbiage	OC	5	Identify and describe the educational requirements for various careers, professional designations, and certifications in the accounting profession
		<b>OD</b>		<b>BUSINESS KNOWLEDGE</b>
<b>OD001</b>	Same Verbiage	OD	1	Identify student and professional business organizations
<b>OD002</b>	Same Verbiage	OD	2	Describe how accounting affects business operations
<b>OD003</b>	Same Verbiage	OD	3	Describe how business relates to accounting
<b>OD004</b>	Same Verbiage	OD	4	Compare and contrast the different types of ownership and business structures
<b>OD005</b>	Same Verbiage	OD	5	Research available resources and explain their value in relation to business and accounting
		<b>OE</b>		<b>FINANCIAL AND MANAGERIAL REPORTING</b>
<b>OE001</b>	Same Verbiage	OE	1	Develop understanding, knowledge, and interpretation of annual reports and financial statements
<b>OE002</b>	Same Verbiage	OE	2	Identify sources for obtaining financial reports
<b>OE003</b>	Same Verbiage	OE	3	Prepare and analyze a budget for a business
<b>OE004</b>	Same Verbiage	OE	4	Describe the users and uses of financial information
<b>OE005</b>	Same Verbiage	OE	5	Identify the sections of an annual report and their purposes
<b>OE006</b>	Same Verbiage	OE	6	Describe the relationship among assets, liabilities, and owner's equity
<b>OE007</b>	Same Verbiage	OE	7	Explain the classifications within assets, liabilities, and owner's equity (e.g., current versus long term, fixed assets, tangible/ intangibles)
<b>OE008</b>	Same Verbiage	OE	8	Identify the sections (e.g., revenue, cost of goods sold, expense) in an income statement and explain their relationships
<b>OE009</b>	Same Verbiage	OE	9	Discuss information that can be obtained from analyzing financial statements
<b>OE010</b>	Same Verbiage	OE	10	Understand the correlation among financial statements including balance sheet, profit/loss, net worth, statement of cash flow
<b>OE011</b>	Same Verbiage	OE	11	Describe the information provided in each financial statement
<b>OE012</b>	Same Verbiage	OE	12	Calculate the cost per unit
<b>OE013</b>	Same Verbiage	OE	13	Use financial statements to analyze business financial conditions
<b>OE014</b>	Same Verbiage	OE	14	Calculate break-even analysis and ratios and calculate measures of productivity; cost benefit
<b>OE015</b>	Same Verbiage	OE	15	Recognize the primary areas of analysis (e.g., trend analysis, profitability, liquidity) and explain the information obtained from each analysis
<b>OE016</b>	Same Verbiage	OE	16	Perform a horizontal and vertical analysis of the income statement and balance sheet
		<b>OF</b>		<b>PAYROLL AND TAXES</b>
<b>OF001</b>	Same Verbiage	OF	1	Explain and analyze local, state, and federal tax structures
<b>OF002</b>	Same Verbiage	OF	2	Calculate gross and net pay
<b>OF003</b>	Same Verbiage	OF	3	Explain the steps to journalize and calculate payroll
<b>OF004</b>	Same Verbiage	OF	4	Explain the relationship between generally accepted accounting principles and income tax law
<b>OF005</b>	Same Verbiage	OF	5	Complete federal tax forms (e.g., W2, W4, 1040EZ)
		<b>OG</b>		<b>TECHNOLOGY AND INFORMATION MANAGEMENT</b>
<b>OG002</b>	Same Verbiage	OG	1	Demonstrate the ability to use automated accounting systems
<b>OG003</b>	Create a spreadsheet and analyze the results using excel	OG	2	Analyze accounting information on an excel spreadsheet
<b>OG004</b>	Same Verbiage	OG	3	Describe the ethical and legal implications resulting from the manipulations of financial statements and ratios
<b>OG005</b>	Same Verbiage	OG	4	Apply information technology to conduct financial analysis
<b>OG007</b>	Use online databases and search engines to access company financial information			